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25 November 1946

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DIRECTOR [redacted] STAT
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF
CHIEF, ADVISORY COUNCIL
SECRETARY, NIA

SUBJECT: Reproduction Priorities

1. The suggestions of the various offices are requested on the establishment of reproduction priorities for all types of reproduction work, including typeset printing, offset printing, photostating, microfilming, photography, and mimeographing.

2. It is intended to have three classes of priorities on material which must be reproduced within certain time limits. For example, Class A priorities would apply to reproduction work required by ORE on a regular schedule in which deadline dates are definitely and constantly established for certain reports. Class B priorities would apply to certain material on which there is a time limit of one week from the date the reproduction request is received in order that the material after reproduction and upon distribution would still have intelligence value. Class C priorities would relate to material on which there is a time priority of two weeks and would apply to material which will require reproduction within that period of time in order to retain its intelligence value and would, also, apply to administrative material on which there is a real emergency in connection with its requirement. Class A priorities will have to be approved by the Executive for Personnel and Administration, and conflicts between priorities of the same class will be decided by the Executive for Personnel and Administration. Class B and Class C priorities will be assigned by the requesting office.

3. It is intended that priorities will be assigned only to material which has to be reproduced on a definite time schedule or on which an urgency exists, and material not in this category would not carry any priority but would be reproduced in the order in which the material is received in the Reproduction Plant.

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4. In reply it is requested that the several offices indicate (a) The regular reports will require reproduction, method of reproduction, the estimated number of pages and estimated number of copies, the urgency involved, and (b) An estimate on a monthly basis of the number of pages of the various types of reproduction (i.e. mimeograph, photostat, type set and off set printing, etc.) which will be required to 30 June 1947.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel and Administration

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